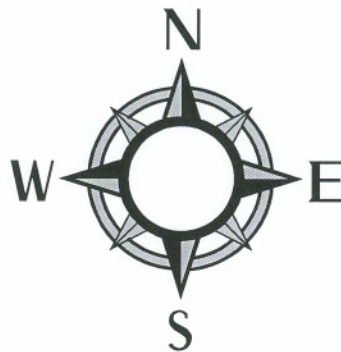


COUNTY OF SAN DIEGO  
DEPARTMENT OF PUBLIC WORKS  
AIRPORTS

**SET A HEADING TO  
TRUE NORTH**



REQUEST FOR PROPOSALS  
TRUE NORTH RAMP  
TEMPORARY FUEL SERVICE  
AT MCCLELLAN-PALOMAR AIRPORT, CARLSBAD, CA

# **REQUEST FOR PROPOSALS**

## **TRUE NORTH RAMP TEMPORARY FUEL SERVICE AT MCCLELLAN-PALOMAR AIRPORT, CARLSBAD, CA**

	<u>Page</u>
Guidelines and Requirements for Proposal Submittal	1-3
Site Description, Submittal, and Selection Process	4-5
Airport Use Permit Economic Terms Form	6
Evaluation Criteria	7
Submittal	8

The RFP Submittal Package contains the following components:

- Site Location Maps
- Proposer's Questionnaire
- Sample Fuel Permit
- Operating Rules for Aircraft

## GUIDELINES AND REQUIREMENTS

### FOR PROPOSAL SUBMITTAL

In order to ensure general aviation aircraft were accommodated at McClellan-Palomar Airport the County of San Diego Airports (County) worked with the Federal Aviation Administration, Wadell Engineering, and West Coast General Construction Corporation to design and build a tie down ramp on the north side of CRQ. The ramp is named **True North** and will accommodate approximately 130 aircraft. The County has received paperwork requesting permits under the proposed terms from owners of 110 aircraft. Permits have been mailed out and are due to be returned within 30 days.

The County plans to install a permanent fuel facility at the True North tie-down ramp. The operation and management plan for the permanent facility is still being developed. In order to provide fuel service until the permanent facility is completed, the County is soliciting proposals from qualified parties for a Permit to operate the temporary fuel service on the True North tie-down ramp at McClellan-Palomar Airport. It is the County's intention to have only one operator located on the True North ramp.

Parties participating in this proposal process will provide details of their business plans, and propose the economic terms for a permit under which they would operate the fuel facility. Due to the temporary nature of the permit and security concerns, preference will be given to existing fuel providers at McClellan-Palomar Airport.

This Request for Proposals (RFP) is for an operator to locate a fuel truck on the True North ramp to provide service to tenants of the True North ramp until a permanent fuel facility is installed, targeted for completion in four to six months. The permit will start upon opening of the True North ramp, August 1, 2006 and will be for an initial 4 month term with up to three, 30 day options if the permanent facility is not completed.

Proposals will be evaluated based upon several criteria, including experience, proposed method of operation, customer service plans, and proposed per gallon payment to the County (in excess of fuel flowage fees of \$.04 as stated in County Airport Schedule of Rates and Charges).

Please thoroughly review the materials contained in this Submittal Package. This information will guide you in the preparation of your submittal.

#### LETTER OF INTEREST

This part of your submittal will be a narrative written on your letterhead. This narrative should contain the following elements.

Who You Are. Your letter of interest should identify who you are and present a description of your qualifications to operate a fuel business at McClellan-Palomar Airport. If you represent a company or other organization, please describe the key individuals that will be involved in the



project if you are ultimately selected to provide fuel for the True North ramp. Include brief biographical statements for these key individuals.

Your Proposal. Your narrative should continue with additional information on your proposal to operate a temporary fuel service on True North Ramp at McClellan-Palomar Airport. You should include information on what products and services you would provide. Information regarding proposed fuel and lubricant pricing must be included. Also, include your minimum hours of operation, should your proposal be selected. Please identify any other permits or certification that will be required to operate this business at McClellan-Palomar Airport. Please include information on training, qualifications and pay scale for employees.

The following guidelines shall be addressed in all proposals:

- 1) For safety reasons, the fuel truck will only be permitted to cross from the north to the south of the airport a maximum of 1 time per day. Crossings will be coordinated with operations staff.
- 2) Operator shall accept credit cards.
- 3) Operator shall offer lubricants for sale at the truck location, including Ashless Disbursement Aircraft Engine Oil 10-20/10-30.
- 4) Operator shall have a canister of compressed air to allow aircraft operators to fill up low tires as needed.
- 5) Operator shall set a two step pricing structure, with lower costs to True North tenants.
- 6) Operator must keep auditable records of sales.
- 7) Operator shall locate Fuel Truck at fuel area (see exhibit A-2) and aircraft will taxi to truck.
- 8) Operator shall develop plans to prevent and address fuel spills, including training and containment materials.

Why You and Your Concept Would Be Good for McClellan-Palomar Airport. Please describe why you think your proposal would be good for McClellan-Palomar Airport. Please describe any unique benefits of your proposal.

Relevant Experience/Projects. Please describe your relevant past or current experience that qualifies you and/or your organization to succeed in providing fuel service for the True North tie-down ramp. Please include photographs of your equipment or other equipment you have operated.

#### PROPOSER'S QUESTIONNAIRE

In addition to your narrative, please complete the enclosed Proposer's Questionnaire. This is a very important part of your submittal for purposes of evaluating your qualifications. The first part of this questionnaire deals with personal information about you, and members of your organization. Please complete the appropriate sections that apply to you and your organization (i.e. sole proprietorship, partnership, corporation, or limited liability company). Please provide the business references requested. Please fill in the requested financial data completely, and attach the required forms or exhibits. In the sections dealing with your proposed method of operation and experience statement, you may refer to your narrative if the information requested has been provided there.

The submittal of a complete and detailed Proposer's Questionnaire will enable County Airports' staff to evaluate your qualifications in the best possible light. Please note that the confidentiality of the information you submit cannot be guaranteed because, under the Freedom of Information Act, all government records are potentially accessible by the public. This fact notwithstanding, County Airports staff will, within the legal limits of its administrative control, strive to protect the confidentiality of all personal and financial information submitted in connection with this RFP, and will use this information only for the purposes intended.

This Request for Proposals does not commit the County to award a permit, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any qualified company, and to modify or cancel in part or in its entirety this RFP if it is in the best interest of the County.



## **SITE DESCRIPTION, SUBMITTAL, AND SELECTION PROCESS**

The County of San Diego owns and operates eight general aviation airports. One of them is McClellan-Palomar Airport, located in the City of Carlsbad, CA. McClellan-Palomar Airport is a gateway to and from San Diego's North County. It serves the general aviation community, corporate aircraft, and provides commercial airline services. The proposed temporary fuel facility would be located on the True North Ramp. Please see attached site location maps (Exhibits A-1 and A-2).

This airport is popular due to its proximity to business and recreation. Major corporations and world-class resorts are just minutes from McClellan-Palomar Airport. Some of the finest beaches in San Diego County are close to the airport and offer surfers, swimmers, and sun worshipers, balmy weather and beautiful ocean waters most of the year. Many general aviation pilots enjoy keeping their aircraft at McClellan-Palomar Airport due to the convenient location as well as the precision landing aides offered at the Airport. The True North ramp was built to accommodate general aviation aircraft with up to 38' wing spans and up to 12,500 lbs.

The County plans for the installation of permanent fuel facilities to be located on the True North ramp. The permanent facilities are targeted for completion in four to six months. There will be another RFP for the operation of the permanent facilities. There is no guarantee that the successful bidder for this proposal will be awarded a contract to operate the permanent fuel facilities on the True North Ramp or to conduct business in the new terminal.

The RFP package includes a sample Fuel and Lubricant-Airport Use Permit. It is the Proposer's responsibility to determine if any additional permits are necessary for the operation of the proposed business. The selected proposer shall be responsible for any fees and/or taxes associated with the temporary operation and the issuance of any required permits. In addition, note the insurance requirements in the permit which will be the responsibility of the selected proposer.

### **Submitting a Proposal**

Proposals will be submitted on the forms provided with this RFP. Each submittal **must** contain:

**A Letter of Interest/Business Plan**

**A completed Proposer's Questionnaire**

**A completed Airport Use Permit Economic Terms Form**

**A non-refundable Proposal Fee of \$50.00**

**Proposals are due by 4:00 p.m., July 14, 2006**, and must be delivered to:

COUNTY OF SAN DIEGO – AIRPORTS  
1960 Joe Crosson Drive  
El Cajon, CA 92020-1236  
Attn: Lee Ann Lardy

**Selection Process**

County Airports' staff will review all proposals, conduct reference checks, make any necessary follow up inquiries, and may select a Proposer with which to negotiate the final terms of a Fuel and Lubricant - Airport Use Permit, or the County may reject all proposals.

The County may schedule and conduct an oral interview and receive presentations from the top-ranked (short-listed) Proposers, to determine the selected proposer and rank order of proposals. The oral presentations/interviews, should they be necessary, will be held during the third week in July 2006. Failure to appear for an interview will be grounds for disqualification from further consideration. The County reserves the right to award the permit without holding oral presentations/interviews, should the rating panel find this step unnecessary.

The decision on selection or rejection will be made by July 20, 2006, unless additional time is required. If additional time is required, the Proposers will be notified of the County's need for additional time.

**Negotiation of Airport Use Permit**

If a proposal is selected through this RFP process, Airports' staff will negotiate the terms of a Fuel and Lubricant - Airport Use Permit with the selected Proposer.

## AIRPORT USE PERMIT ECONOMIC TERMS FORM

The Proposer should propose economic terms for an Airport Use Permit for a term not to exceed seven (7) months. The selected Proposer (Permittee) will be responsible for any expenses in the operation of the temporary fuel facility, as well as on-going utilities, taxes and site management and maintenance.

### **Fee Proposal: Minimum Monthly Guarantee (MMG)**

Please propose a minimum monthly guarantee (MMG) or permit fee. The MMG for each month must meet or exceed \$250.

**Minimum Proposed:**        \$\_\_\_\_\_ Per Month

### **Additional Flowage Fee on Fuel and Lubricant Sales**

The Proposer may include an additional flowage fee, payable monthly on gallons of fuel and lubricants sold. Payment will be in addition to fuel flowage fees as stated in County Airports Rates and Charges, currently \$.04 per gallon for fuel and \$.06 per gallon for lubricants.

**Additional Flowage Fee:**    \$\_\_\_\_\_ per gallon fuel and \$\_\_\_\_\_ per gallon lubricant

The final terms of the Fuel and Lubricant - Airport Use Permit will be negotiated between the selected Proposer and Airports' staff, subject to review and approval by the Lease Administrator of the County of San Diego.



## EVALUATION CRITERIA

The contract resulting from this RFP will be awarded to that responsible Proposer whose offer, while conforming to the requirements of the RFP, is determined to be the most advantageous to San Diego County Airports. The proposal shall contain a complete response to each of the areas identified below.

1.	Business Proposal	40 POINTS
	a) Hours of Operation	
	b) Products and Services Offered	
	c) Proposed Pricing Methods	
	d) Method of Operation	
	e) Customer Service	
	f) Thoroughness of Planning	
2.	Revenue Sharing	35 POINTS
	a) Minimum Monthly Fee	
	b) Additional Flowage Fee to County	
3.	Experience	15 POINTS
	a) Similar Business Experience	
	b) References	
4.	Financial strength	10 POINTS
	a) Capital Strength	
	b) Credit History	
	c) Realistic Projections	
Total Possible		100 POINTS

## **SUBMITTAL**

Proposals must be submitted in a format following the outline of this RFP. Proposals presented in any other format will be considered non-responsive and will be rejected. The proposal must be signed with the name and title of the person duly authorized to sign the offer. Proposals received after the time fixed for receiving them will not be considered. Late proposals will be returned to the Proposer unopened.

**Each proposal shall be delivered to San Diego County Airports, Gillespie Field, 1960 Joe Crosson Dr., El Cajon, CA 92020-1236, on or before 4:00 p.m., July 14, 2006.** The proposal documents submitted shall be addressed to the DEPARTMENT OF PUBLIC WORKS - AIRPORTS, ATTN: LEE ANN LARDY, enclosed in a sealed envelope bearing the RFP title (i.e., Request for Proposals, Temporary Fuel Facility, True North Ramp, McClellan-Palomar Airport), and the name and location of the place of business of the Proposer. It is the sole responsibility of the Proposer to see that the proposal is received on time.

### **Basis for Selection**

The basis of selection of the successful proposer, if any, will conform to the "Evaluation Criteria" described above.

### **Recommendation for Award or Rejection of Proposals**

The County of San Diego reserves the right to reject any and all proposals and to waive any formality in the proposals received. Airports staff will review all proposals and (i) select a successful proposer, or (ii) reject all proposals by July 20, 2006. Following selection of a successful proposer, if any, Airports' staff will negotiate a Fuel and Lubricant - Airport Use Permit with the successful proposer.

### **Selection without Discussion**

Proposers are cautioned that any selection hereunder may be effected without discussion. Each proposer should present its best offer to County Airports.

### **Withdrawal of Proposals**

Any proposer may withdraw its proposal by written request at any time prior to the selection of the successful proposer by Airports' staff.